



CHILD CARE ALLIANCE OF LOS ANGELES

Job Announcement

Job Title: Data & Systems Coordinator
Department: Bridge
Reports To: Bridge Contract Manager
FLSA Status: Non-Exempt - Hybrid
Effective Date: 8/1/2022

Summary:

The Data & Systems Coordinator will work in close collaboration with the Bridge Contract Manager to assist with the coordination of the Child Care Bridge Program. The Data & Systems Coordinator is responsible for maintaining the internal program database and the BridgeBuilder Learning Management System. The Data & Systems Coordinator collects, downloads, organizes, and prepares program data for funders, subcontractors, and community partners.

The Child Care Bridge Program is a subsidy program for foster children and is a partnership between the Department of Children and Family Services (DCFS), Child Care Alliance of Los Angeles, and the Resource and Referral agencies in Los Angeles County. This position is offered to those interested in being part of an organization that is committed to making a difference and pursuing a career with a nonprofit providing solid leadership in program development and management, service delivery and advocacy for the ECE field.

The Data & Systems Coordinator will provide support for the Trauma-Informed Care (TIC) component of the Bridge Program and will work collaboratively with the Drew Child Development Corporation, the lead agency coordinating TIC services across Los Angeles County, with data collection, organization, and analysis, systems management, and program development and implementation.

Duties & Responsibilities:

- Manage and maintain internal database and functionality. Communicate and troubleshoot issues with developers.
- Manage and maintain the BridgeBuilder LMS and functionality. Communicate and troubleshoot issues with developers.
- Professional communication with agencies.
- Create and run monthly Bridge Program reports.
- Training and onboarding/offboarding of partners and staff to BridgeBuilder LMS.
- Participation at meetings and TIC webinars as needed.
- Update user guide documents as needed.
- Collaborate with partner agencies to continuously improve delivery of TIC services.
- Create and upkeep CCALA Bridge Program TIC Website.
- Other duties as assigned by the Bridge Contract Manager.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with special projects as assigned.
- Performs other related duties as assigned by management.

Qualifications:

- Bachelors Degree (B.A. or B.S.) or equivalent, three to five years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Strong Microsoft Office skills.
- Knowledge of RStudio desired.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to exercise discretion and confidentiality.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.

Competencies:

- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Customer Service**--Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Physical Demands & Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; utilize hand and finger dexterity, handle, or feel



and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
- To keep our workforce safe, proof of COVID vaccination is required. Reasonable accommodations will be considered.

Salary Range:

Competitive salary, commensurate with prior experience, education, and abilities. The hourly pay rate range is \$24.00 - \$27.00. The programs referenced in this job announcement are contingent upon grant funding.

For immediate consideration, send resume and cover letter to:

Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job title in the subject line.

Email submissions only

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.